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ABSTRACT

This manual is designed to assist trainers in using the Australian Standards of Work Performance in ongoing functional assessment and databased training of disabled persons for employment. It is divided into three sections. Section 1 begins with an overview of the functional assessment component of a databased training system and details the system's daily assessment and weekly review procedures. Section 2, which is designed as a resource for trainers, has three purposes: (1) identification of critical issues for consideration when determining required performance criteria on individual items or standards; (2) information regarding the component skills within each standard and problems encountered when the standard is absent or not fully in place; and (3) provision of a tool for planning appropriate and effective intervention strategies for problem behaviors. The 67 specifications are grouped into chapters on the following competence areas: punctuality and attendance, dress and hygiene, reaction to supervision, getting on with other workers, concentration, workplace skills, safety, behavior regulation, communication, and memory performance. Section 3 consists of the following appendixes: glossary of terms, worksite evaluation criteria, error correction procedure, 10 sample observational forms for collecting and recording data, and a critical review checklist. Contains 50 references and an index. (MN)

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